

Read these instructions before submitting the “MICROFILM TRANSFER REQUEST” form to the NJ Records Storage Center (NJRSC). To store microfilmed records in the NJRSC, agency records must appear on an approved Records Retention Schedule. Further, microfilmed records must be properly identified and documented for transfer and reference. Questions concerning transfer, criteria, or storage should be directed to the Supervisor, NJRSC at 609.530.3221.

- Items 1 - 2**     **Agency Number, Schedule Number** - *Leave blank, for NJRSC use only.*
- Item 3**         **Record Series Number** - The number that corresponds to the record series title as found on the records retention schedule. Use a separate form for each record series.
- Item 4**         **Record Series Title** - Indicate title exactly as it appears on the approved records retention schedule.
- Item 5**         **Date Completed** - The date the form is being completed for submission.
- Items 6 - 11**    **Department Information** - Enter department, division, and bureau names; contact person; title; and telephone number.
- Item 12**        **Street Address** - Enter street address.
- Item 13**        **City** - Enter City.
- Item 14**        **Zip Code** - Enter Zip Code.
- Item 15 - 16**   **Disposition and Records Storage Center Location** - *Leave blank, for NJRSC use only.*
- Item 17**        **Agency Reel Number** - The number assigned to each reel being transferred.
- Item 18**        **Description of Reel Contents** -Include the year, month, and file range. This description must be detailed to facilitate referencing.
- Items 19 - 20**   **Packed By and Title** - Enter name of person and title of person who prepared the reels for transfer.
- Items 21 - 22**   **Received By, and Date Received** - *Leave blank, for NJRSC use only.*

MICROFILM TRANSFER REQUEST										
1. Agency #		2. Schedule #		3. Records Series #		4. Records Series Title		5. Date Completed		
6. Department				7. Division			8. Bureau			
9. Person to Contact				10. Title			11. Telephone Number			
12. Street Address			13. City		NJ	14. Zip Code		DISPOSITION CODES D-Destroy    P-Permanent    A-Archive		
17. Agency Reel Number	18. Description of Reel Contents (Year, Range)					15. Disposition		16. Microfilm Vault Number		
						Date	Code			
19. Packed By			20. Title			21. Received By		22. Date Received		